

1. **Barbara Wingel: New York (LC and LH) Session 1: May 15, 2001 and Session 2: June 12, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Need to find a back up for receiving of goods:** Delivery will occur during time you're in Washington, DC for LC Training. Please forward the name and contact information for your back up to Pat Reese at [Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May.
  - **Verify and secure the materials once you return to New York**
- May 14, 2001:
  - Put together kit of goods for tomorrows class
  - Report any problems to Pat Reese
- May 15, 2001:
  - Deliver goods to the training site
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to secure storage area until the next class
  - Report any problems to Pat Reese
- June 11, 2001:
  - Put together kit of goods for tomorrows class
  - Report any problems to Pat Reese
- June 12, 2001:
  - Deliver goods to the training site
  - Gather and return all game boards to SFAU after the class
  - Report any problems to Pat Reese

## 2. Terry Brooks: LC for San Francisco on June 7, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Extra Duties for San Francisco Class on June 7, 2001 = Need to perform some of the Logistics Host Duties.**
- Prior to arrival on June 6, 2001 contact the LH (**Kimberly Wu**) and arrange a time to pick up training materials from the LH location
- June 6, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the June 7, 2001 class
  - Transport the kit materials to the training location and secure until the June 7, 2001 class
  - Report any problems to Pat Reese
- June 7, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese

### 3. Connie Raley: LC for Philadelphia on June 26, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Extra Duties for Philadelphia Class on June 26, 2001 = Need to perform some of the Logistics Host Duties.**
- Prior to arrival on June 25, 2001 contact the LH (**Lorraine Bingham**) and arrange a time to pick up training materials from the LH location
- June 25, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the June 26, 2001 class
  - Transport the kit materials to the training location and secure until the June 26, 2001 class
  - Report any problems to Pat Reese
- June 26, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese

**4. Alicia Butler: Kansas City (LC and LH) Session 1: May 23, 2001 and Session 2: July 10, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Need to find a back up for receiving of goods:** Delivery will occur during time you're in Washington, DC for LC Training. Please forward the name and contact information for your back up to Pat Reese at [Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - **Verify and secure the materials once you return to Kansas City**
- May 22, 2001:
  - Put together kit of goods for tomorrows class
  - Report any problems to Pat Reese
- May 23, 2001:
  - Deliver goods to the training site
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to secure storage area until the next class
  - Report any problems to Pat Reese
- July 9, 2001:
  - Put together kit of goods for tomorrows class
  - Report any problems to Pat Reese
- July 10, 2001:
  - Deliver goods to the training site
  - Gather and return all game boards to SFAU after the class
  - Report any problems to Pat Reese

## 5. Chuck Conrad: LC for Chicago on May 15, 2001 and San Francisco on May 24, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Extra Duties for Chicago Class on May 15, 2001 and San Francisco Class on May 24, 2001 = Need to perform some of the Logistics Host Duties.**
- Prior to arrival in Chicago on May 14, 2001 contact the LH (**Linda McConico**) and arrange a time to pick up training materials from the LH location
- May 14, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the May 15, 2001 class
  - Transport the kit materials to the training location and secure until the May 15, 2001 class
  - Report any problems to Pat Reese
- May 15, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese
- Prior to arrival in San Francisco on May 23, 2001 contact the LH (**Kimberly Wu**) and arrange a time to pick up training materials from the LH location
- May 23, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the May 24, 2001 class
  - Transport the kit materials to the training location and secure until the May 24, 2001 class
  - Report any problems to Pat Reese
- May 24, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese

**6. Anne Eckman: LC for Chicago on June 12, 2001 and Philadelphia on July 17, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202494-3540
- **Extra Duties for Chicago Class on June 12, 2001 and Philadelphia Class on July 17, 2001 = Need to perform some of the Logistics Host Duties.**
- Prior to arrival in Chicago on June 11, 2001 contact the LH (**Linda McConico**) and arrange a time to pick up training materials from the LH location
- June 11, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the June 12, 2001 class
  - Transport the kit materials to the training location and secure until the June 12, 2001 class
  - Report any problems to Pat Reese
- June 12, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese
- Prior to arrival in Philadelphia on July 16, 2001 contact the LH (**Lorraine Bingham**) and arrange a time to pick up training materials from the LH location
- July 16, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the July 17, 2001 class
  - Transport the kit materials to the training location and secure until the July 17, 2001 class
  - Report any problems to Pat Reese
- July 17, 2001:
  - Gather and return all game boards to SFAU after the class
  - Report any problems to Pat Reese

## 7. Cindy Farrell: LC for Boston on June 21, 2001 and Chicago on July 18, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Extra Duties for Boston Class on June 21, 2001 and Chicago Class on July 18, 2001 = Need to perform some of the Logistics Host Duties.**
- Prior to arrival in Boston on June 20, 2001 contact the LH (**Joanne Miller**) and arrange a time to pick up training materials from the LH location
- June 20, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the June 21, 2001 class
  - Transport the kit materials to the training location and secure until the June 21, 2001 class
  - Report any problems to Pat Reese
- June 21, 2001:
  - Gather and return all game boards to SFAU after the class
  - Report any problems to Pat Reese
- Prior to arrival in Chicago on July 17, 2001 contact the LH (**Linda McConico**) and arrange a time to pick up training materials from the LH location
- July 17, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the July 18, 2001 class
  - Transport the kit materials to the training location and secure until the July 18, 2001 class
  - Report any problems to Pat Reese
- July 18, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese

**8. Mike Ramos: LC for San Francisco on June 28, 2001 and Chicago on July 31, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Extra Duties for San Francisco Class on June 28, 2001 and Chicago Class on July 31, 2001 = Need to perform some of the Logistics Host Duties.**
- Prior to arrival in San Francisco on June 27, 2001 contact the LH (**Kimberly Wu**) and arrange a time to pick up training materials from the LH location
- June 27, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the June 28, 2001 class
  - Transport the kit materials to the training location and secure until the June 28, 2001 class
  - Report any problems to Pat Reese
- June 28, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese
- Prior to arrival in Chicago on July 30, 2001 contact the LH (**Linda McConico**) and arrange a time to pick up training materials from the LH location
- July 30, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the July 31, 2001 class
  - Transport the kit materials to the training location and secure until the July 31, 2001 class
  - Report any problems to Pat Reese
- July 31, 2001:
  - Gather and return all game boards to SFAU after the class
  - Report any problems to Pat Reese



## 9. Regina Williams: LC for Dallas on July 10, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Extra Duties for Dallas Class on July 10, 2001 = Need to perform some of the Logistics Host Duties.**
- July 10, 2001:
  - Gather and return all game boards to SFAU after the class
  - Report any problems to Pat Reese

#### 10. DaShawn Biddy: LC for San Francisco on July 31, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- **Extra Duties for San Francisco Class on July 31, 2001 = Need to perform some of the Logistics Host Duties.**
- Prior to arrival in San Francisco on July 30, 2001 contact the LH (**Kimberly Wu**) and arrange a time to pick up training materials from the LH location
- July 30, 2001:
  - Go to the LH location at the pre-arranged time
  - Verify that the shipped items are present
  - Create the kit for the July 31, 2001 class
  - Transport the kit materials to the training location and secure until the July 31, 2001 class
  - Report any problems to Pat Reese
- July 31, 2001:
  - Gather and return all game boards to SFAU after the class
  - Report any problems to Pat Reese

## **11. Tremia Haythe: LC for Dallas on June 19, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- June 19, 2001:
  - Gather and secure all re-usable items after the class
  - Return all re-usable items to the LH and verify that they are secured
  - Report any problems to Pat Reese

## 12. Raul Galvan: LH for Dallas on June 19, 2001 and July 10, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to June 18<sup>th</sup>:
  - Coordinate with the LC **Tremia Haythe @ 202-401-0779** to establish a time and location to deliver the items on June 18, 2001
  - Put together kit of goods for the June 19, 2001 class
  - Report any problems to Pat Reese
- June 18th, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
- June 19, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to July 9, 2001:
  - Coordinate with the LC **Regina Williams @ 202-260-1913** to establish a time and location to deliver the items on July 9, 2001
  - Put together kit of goods for the July 10, 2001 class
  - Report any problems to Pat Reese
- July 9, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese

### 13. Julie Yeager Arthur: LH for Seattle on July 26, 2001 (Special Circumstances)

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to July 26, 2001:
  - Coordinate with the LC **Lyn Blyden @ 206-287-1966** to establish a time and location to deliver the items on July 26, 2001
  - Put together kit of goods for the July 26, 2001 class
  - Report any problems to Pat Reese
- July 26, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
  - Coordinate the return of all game boards to SFAU with the LC
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese

#### 14. Sherry Cole: LH for Denver on June 26, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to June 25, 2001:
  - Coordinate with the LC **Fran Susman @ 303-844-3677** to establish a time and location to deliver the items on June 25, 2001
  - Put together kit of goods for the June 26, 2001 class
  - Report any problems to Pat Reese
- June25, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
  - Coordinate the return of the game boards with the LC
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese

**15. Deborah Murphy – Harris: LH for Atlanta on May 23, 2001; June 13, 2001; July 16, 2001; and July 31, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to May 22, 2001:
  - Coordinate with the LC **Rick Hanes @ 404-562-6032** to establish a time and location to deliver the items on May 22, 2001
  - Put together kit of goods for the May 23, 2001 class
  - Report any problems to Pat Reese
- May 22, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
  - Report any problems to Pat Reese
- May 23, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to June 12, 2001:
  - Coordinate with the LC **Rick Hanes @ 404-562-6032** to establish a time and location to deliver the items on June 12, 2001
  - Put together kit of goods for the June 13, 2001 class
  - Report any problems to Pat Reese
- June 12, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
  - Report any problems to Pat Reese
- June 13, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese

- Prior to July 15, 2001:
  - Coordinate with the LC **Rick Hanes @ 404-562-6032** to establish a time and location to deliver the items on July 15, 2001
  - Put together kit of goods for the July 16, 2001 class
  - Report any problems to Pat Reese
- July 15, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
  - Report any problems to Pat Reese
- July 16, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to July 30, 2001:
  - Coordinate with the LC **Rick Hanes @ 404-562-6032** to establish a time and location to deliver the items on July 30, 2001
  - Put together kit of goods for the July 31, 2001 class
  - Report any problems to Pat Reese
- July 30, 2001:
  - Deliver the training materials to the LC at the pre-arranged time and location
  - Coordinate the return of all game boards back to SFAU with the LC
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese



#### **16. Joanne Miller: LH for Boston on June 21, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to June 20, 2001:
  - Coordinate with the LC (Cindy Farrell @ 202-401-2096) to establish a time for Cindy to pick up the materials
  - Report any problems to Pat Reese
- June 21, 2001:
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese

**17. Linda McConico: LH for Chicago on May 15, 2001; June 12, 2001; July 18, 2001; and July 31, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to May 14, 2001:
  - Coordinate with the LC **Chuck Conrad @ 202-708-5515** to establish a time for Chuck to pick up the materials
  - Report any problems to Pat Reese
- May 15, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to June 11, 2001:
  - Coordinate with the LC **Anne Eckman @ 202-260-4313** to establish a time for Anne to pick up the materials
  - Report any problems to Pat Reese
- June 12, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to July 17, 2001:
  - Coordinate with the LC **Cindy Farrell @ 202-401-2096** to establish a time for Cindy to pick up the materials
  - Report any problems to Pat Reese
- July 18, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese

- Prior to July 30, 2001:
  - Coordinate with the LC **Mike Ramos** @ **202-708-8176** to establish a time for Mike to pick up the materials
  - Report any problems to Pat Reese
- July 31, 2001:
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese

**18. Kimberly Wu: LH for San Francisco on May 24, 2001; June 7, 2001; June 28, 2001; and July 31, 2001**

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to May 23, 2001:
  - Coordinate with the LC **Chuck Conrad @ 202-708-5515** to establish a time for Chuck to pick up the materials
  - Report any problems to Pat Reese
- May 24, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to June 6, 2001:
  - Coordinate with the LC **Terry Brooks @ 202-401-2982** to establish a time for Terry to pick up the materials
  - Report any problems to Pat Reese
- June 7, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to June 27, 2001:
  - Coordinate with the LC **Mike Ramos @ 202-708-8176** to establish a time for Mike to pick up the materials
  - Report any problems to Pat Reese
- June 28, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese

- Prior to July 30, 2001:
  - Coordinate with the LC **DaShawn Biddy @ 202-260-6536** to establish a time for DaShawn to pick up the materials
  - Report any problems to Pat Reese
- July 31, 2001:
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese

## 19. Lorraine Bingham: LH for Philadelphia on June 26, 2001 and July 17, 2001

- Point of Contact for Problems and Emergencies: Pat Reese ([Pat\\_Reese@ed.gov](mailto:Pat_Reese@ed.gov)) 202-494-3540
- Receive two shipments of materials for the Front 2 Back course:
  - Accenture/IKON: Participant Guides will be shipped during the first week of May.
  - SFA Package: Complete package of items need for all sessions will be shipped the second week of May
  - Verify and secure the materials once they have arrived
- Prior to June 25, 2001:
  - Coordinate with the LC **Connie Raley @ 202-708-8103** to establish a time for Connie to pick up the materials
  - Report any problems to Pat Reese
- June 26, 2001:
  - Be available to receive all re-usable items from the LC after the class (if unavailable you must have an alternate person to receive the items and secure them after delivery by the LC)
  - Secure the items until the next training class
  - Report any problems to Pat Reese
- Prior to July 16, 2001:
  - Coordinate with the LC **Anne Eckman @ 202-260-4313** to establish a time for Anne to pick up the materials
  - Report any problems to Pat Reese
- July 17, 2001:
  - Discard any unnecessary items once the training class is completed
  - Report any problems to Pat Reese